

**Missouri Department of  
Natural Resources  
Administrative Policies and Procedures**

**Chapter 6 Use of State Vehicles Policy**

**State Vehicle Procedures**

**Effective date**

**Revised**

**Number: 6.01-01**

**December 21, 2005**

**December 17, 2012**

**REFERENCES**

State Vehicle Policy SP-4

State Travel Policy SP-6

State Vehicular Travel Policy SP-12

<http://oa.mo.gov/commissioners-office/policies/statewide>

State Purchasing and Printing Chapter 34 RSMo

Registration and Licensing of Motor Vehicles RSMo 301.260

Fuel Regulation and Conservation RSMo Chapter 414 Sections 414.400 - 414.417

*Related DNR policies*

Fleet Fuel Card Procedures 6.01-04

Out of State Travel 6.02

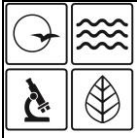
Travel 6.04

**DEFINITIONS**

*Department Usage Rate:* The mileage-based rate charged for using department vehicles as a way to generate revenue into a Revolving Services Fund (RSF) for purchasing replacement vehicles and paying for operating and maintaining vehicles centrally administered by the General Services Program (GSP).

*Fleet vehicle rate:* The reimbursement rate (for official use of a personal vehicle) based on the average cost to operate a mid-size sedan. This rate is set by the Office of Administration.

*Standard vehicle rate:* The reimbursement rate representing the total cost to own and operate a personal vehicle. For state government this is set by the Office of Administration and is tied to the rate established by the federal Internal Revenue Service.

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## **GENERAL PROVISIONS**

### **Vehicle assignment**

Vehicles are considered department resources and as such are available for use by any employee to fulfill department mission requirements, regardless of vehicle location and/or location of employee assignment. Based on guidelines in the State Vehicle Policy SP-4, vehicles may be assigned for primary use by specific functions; however, such assignment does not preclude use by other department functions.

Pooling of vehicles to facilitate shared use is the method of choice for managing vehicles. Managers of local vehicle pools should establish processes for reservation and signing-out of vehicles.

### **Functionally Assigned Vehicles Administered by the General Services Program (GSP)**

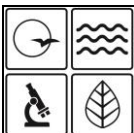
GSP administers a small group of vehicles for use by employees in Jefferson City. These include a limited number of 4X4 SUVs, a handicap capable 15 passenger bus, and “local” courier/delivery sedans at the Lewis and Clark and 1659 E. Elm buildings. Users are charged a per-mile rate that covers replacement, operations, and maintenance.

Because of limited availability, the 4X4 SUVs should be requested/used for purposes requiring the higher ground clearance and off-highway capability of 4X4 vehicles.

Requests to reserve these vehicles are made via email to the General Service Program with the following information:

- Primary driver’s name
- Responsibility code or organization number
- Date and time of pick-up
- Date and time of return
- Trip destination: city/town name (no counties)
- Account number or charge codes, if applicable
- Purpose of the trip
- Note whether the request is for a “local” or 4x4

The central fleet operations are located at the Lewis and Clark State Office Building (LCSOB) on the first floor. Vehicle packets are picked up there during normal business hours. Packets are returned either to GSP or placed in a lot drop-box.

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If a vehicle is required on short notice, please call the General Services Program at (573) 751-6758.

**Jefferson City Consolidated Pool.** In May 2012 the department's central vehicle pool in Jefferson City was consolidated into an Office of Administration operated vehicle pool. Until informed otherwise, travelers and/or travel clerks are instructed to submit travel requests to GSP which will make reservations in the Carpool Automated Reservation System (CARS) used for the OA Carpool. A template is provided as Attachment 3.

Additional information about the OA Carpool is available at <http://oa.mo.gov/gs/carpool.htm>.

### **Fueling**

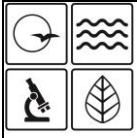
Department vehicles may be fueled from department operated bulk tanks, commercial stations or from bulk tanks operated by other departments where written agreements exist (for example, the Missouri Department of Transportation). Payment mechanisms for fuel obtained from bulk sources vary widely but typically involve manually recording the quantity obtained, the vehicle it was used for, the date, and the name of the person obtaining the fuel and can require interagency billing.

Commercial purchases of fuel are normally made using a state fuel card that is provided for each department vehicle. As of November 2009, that card was provided by Wright Express Financial Services Corporation (Wright Express). MoDOT also uses Wright Express and at some locations it is possible to purchase fuel from them using DNR Wright Express cards. Locations with access to MoDOT fuel facilities should coordinate with MoDOT to arrange to obtain fuel from their system.

State fuel cards may be used to purchase fuel, oil, maintenance, and miscellaneous services related to state owned vehicle operations. The state fuel card will not be used to purchase food or other personal consumption items.

### **Vehicle care and maintenance**

Because of environmental concerns and cost, preventative maintenance is to be performed at the maximum prudent (least frequent) interval based on the vehicle owner's manual and manufacturer's recommendations. Attachment 1 contains the *Preventative Maintenance Schedule* to be followed unless abnormal circumstances and/or manufacturer's recommendations require other schedules.

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Vehicles must be maintained in safe and serviceable condition. Any problems must be taken care of immediately to avoid jeopardizing safety or worsening the situation.

Cosmetic repairs should be done when reasonable and prudent to maintain a suitable public appearance and to enhance resale value.

Maintenance and repairs are to be done by qualified mechanics. In the Jefferson City area, all repairs and maintenance on state vehicles will be done at the Office of Administration Vehicle Maintenance Facility or other authorized state maintenance facility. The OA facility may issue waivers for specific vehicles, vehicle types or for certain repairs.

For maintenance and repairs in other locations, standard purchasing and contracting procedures should be followed, including obtaining estimates or price quotes from multiple vendors. For routine tire replacement, a statewide contract is normally available and should be used.

Maintenance and repair costs, especially emergency or roadside repairs, may be charged at accepting vendors using the fleet fuel card (Wright Express as of November 2009).

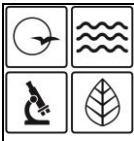
All maintenance and repairs done on state vehicles must be documented and the documentation retained for the life of the vehicle.

Vehicle operators are responsible for completing or arranging periodic washing, waxing, and interior cleaning of vehicles to enhance appearance and maintain condition.

State safety and special inspections will be completed according to state statute, state policy and [6.01-03 Vehicle Inspections](#).

#### **Vehicle acquisition and replacement**

The department's fleet manager will purchase all department vehicles after consultation with the user regarding color, options, and essential equipment. The state fleet manager must pre-approve all purchases of state vehicles with a Gross Vehicle Weight Rating less than 10,000 pounds with the exception of law enforcement pursuit vehicles operated by Peace Officer Standards and Training Program certified law enforcement officers.



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Replacement vehicles are funded through the department's Revolving Services Fund (RSF) that has a vehicle replacement component.

Passenger vehicles currently become eligible for replacement at 120,000 miles or at a minimum age of 7 years – which ever comes first. Vehicles may also be replaced due to major and costly maintenance problems making repair uneconomical or if the vehicle's age and/or mileage have rendered the vehicle unsafe or unreliable. Changes in vehicle type or class at the time of replacement must be fully justified and are evaluated by the fleet manager and approved by the deputy department director for operations or their designee.

The smallest, least complicated, and most fuel-efficient vehicle capable of meeting the requirements of the task (s) being supported will be acquired. Acquisition of large sedans is prohibited without prior approval by the department director.

**Rotation and reassignment**

Periodic rotation of vehicles from low use to high use locations may be accomplished by the fleet manager to balance mileage accumulation. Such rotations will be done with like types and similar year groups.

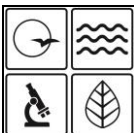
Divisions may, and are strongly encouraged to, carry out internal rotations to balance mileage. The fleet manager must be advised when location assignments change.

**Reporting vehicle operation information**

Vehicle operations data and information will be tracked through use of the Office of Administration's State Fleet Information System. Information and instructions concerning this system are available at the Office of Administration's web site <https://oa.mo.gov/general-services/state-fleet-management/fleet-information-system>

Department fleet management will have primary responsibility for entering and maintaining acquisition, assignment, disposition, and inventory related data for all vehicles in the department's fleet.

Designated staff in each division will be responsible for entering data into the state system on a monthly basis. Data should be entered no later than the 10<sup>th</sup> workday of the month following the month of interest. Required data for each vehicle includes ending odometer reading (for mileage), total fuel used (quantity and cost by type), total maintenance costs, and repair costs. To differentiate accident and other damage repair

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costs from normal maintenance, costs associated with damage repair must be entered separately using the “Maintenance and Repair Detail” capabilities of the Fleet System.

Divisions are encouraged to use the “Maintenance and Repair Detail” capabilities of the system as a tool to improve vehicle maintenance management by insuring preventative maintenance, identifying recurring or repetitive maintenance, and taking advantage of opportunities to invoke warranties for repairs.

### **Determining the Method of Vehicular Travel**

Travelers, managers, and supervisors are expected to exercise good judgement and effective management to determine the method of travel based on cost effectiveness and best value for the state. In the majority of circumstances a state owned vehicle is the most cost effective and best value. Attachment 2, “Decision Aid for Determining Method of Travel” should be used to make the determination.

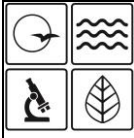
The Trip Optimizer <http://tripoptimizer.mo.gov/> or an equivalent method can help determine the most cost effective method for driving in-state. The results from the Trip Optimizer can be printed and used as the documentation for the type of vehicle chosen for use.

The following specific travel situations logically require department vehicles and are therefore exempt from cost evaluation and documentation requirements:

- Travel related to and requiring the use of special purpose vehicles such as the EER vehicles.
- Travel related to and requiring task specific vehicles that are not readily substituted from rental or other resources (Examples: busses; pickups for hauling tools or other equipment; and cargo vans.)
- Travel related to and requiring a vehicle that is clearly and permanently marked as a Department of Natural Resources’ vehicle.

If carpooling is an option for in-state travel and an employee decides to drive a personal vehicle, the supervisor decides, based on the circumstances and the request to use a personal vehicle, if the employee is reimbursed at the fleet vehicle rate or not reimbursed. This discussion should occur before travel.

For information on travel options, including a listing of locations for car rentals under the State of Missouri contract go to <http://oa.mo.gov/travel-portal>.

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Members of boards, commissions, committees, advisory councils or other individuals who are not considered state employees, but who are eligible for mileage reimbursement, will be reimbursed at the standard vehicle rate.

Staff who have a documented physical condition that requires use of a personal vehicle equipped for specific needs will be reimbursed at the standard vehicle rate.

#### **Blanket waivers**

Department deputy and division directors may grant blanket waivers allowing a particular method of travel between specific locations when such travel is required on a recurring basis. Such waivers must be reviewed and re-approved at least every two years.

## **Attachment 1**

### **Preventative Maintenance Schedule**

#### **Day to day**

- Walk around the vehicle each day visually checking for body damage, lost/stolen license tags, tire condition and air pressures.
- Check all under hood fluid levels at least every other fuel fill up.

#### **Service Level I (5,000 miles or 3,000 miles for heavy-use vehicles)**

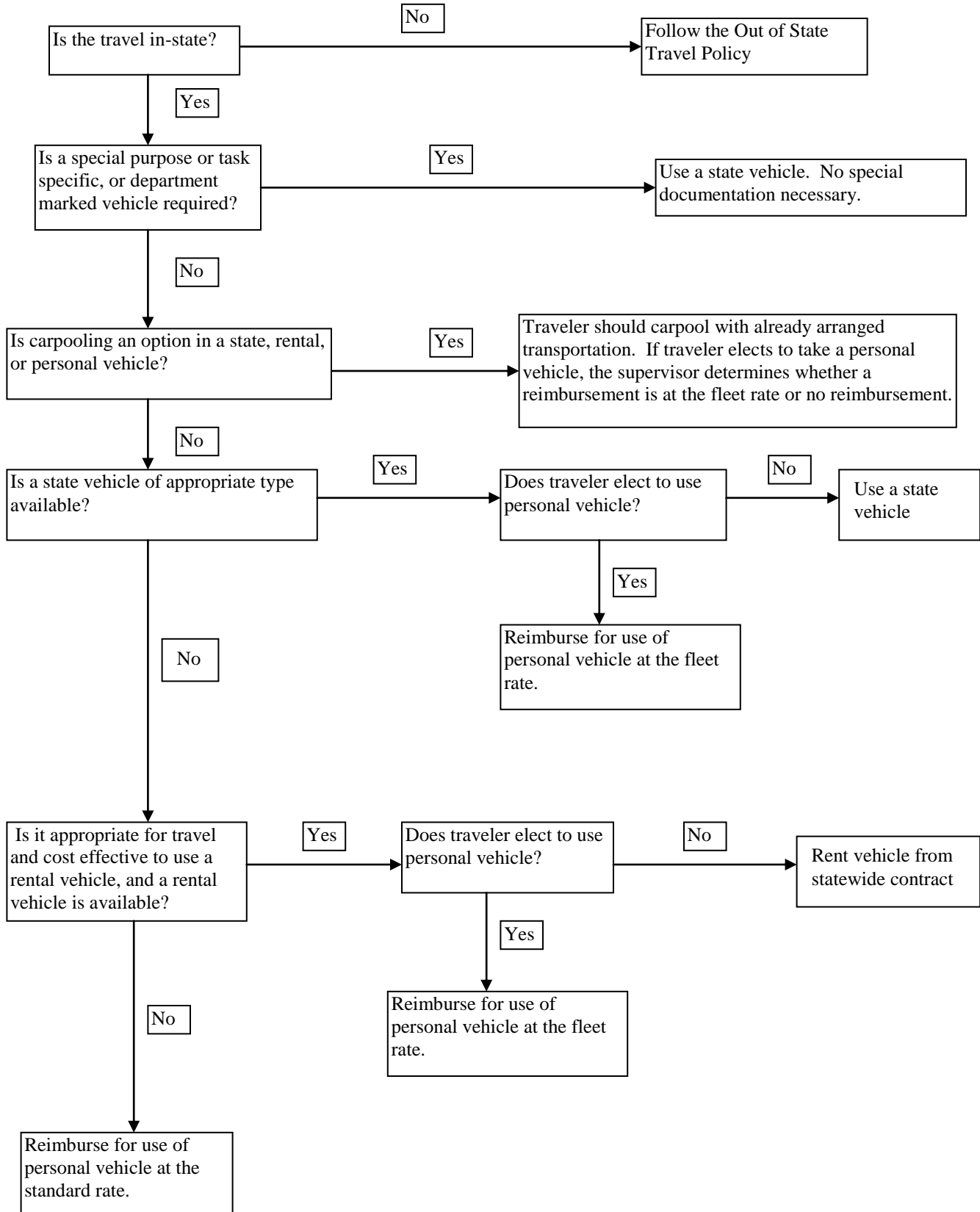
- The engine oil is to be drained from the crankcase and replaced with new quality energy conserving motor oil.
- The oil filter is to be replaced with a new one that meets or exceeds the manufacturer's recommendations.
- The air filter is to be cleaned or replaced.
- The upper/lower ball joints and steering linkage is to be lubricated and inspected.
- The tires are to be checked for proper air pressure and rotated according to the pattern set forth in the vehicle owner's manual.
- A visual inspection for leakage, deterioration, or abnormal wear is to be made on the following components: drive belt(s), radiator and heater hoses, shock absorbers and/or McPherson struts, exhaust system, windshield wipers.
- A check of all fluid levels, including but not limited to radiator, power steering, brake, transmission and windshield washer. Levels are to be topped off where necessary.
- All running and turning lights will be checked and corrected if needed.

#### **Service Level II (25,000 – 35,000 miles or 18,000 – 24,000 miles for heavy-use vehicles)**

- All items contained in Service Level I.
- A "wheels off" inspection of all four brakes and components.
- Rear wheel bearings are to be cleaned, inspected and repacked with a quality energy conserving grease.
- Replace the air filter, fuel filter, PCV valve and spark plugs. The parts used are to meet or exceed the manufacturer's recommendations
- Change transmission fluid and filter.



## Attachment 2 Decision Aid for Determining Vehicle Type



## Attachment 3

### Trip Request Template

## TEMPLATE FOR REQUESTING A VEHICLE FROM OA CARPOOL

*Note: It is not necessary to submit this column when submitting a request.*

Identify primary driver and any passengers that are likely to driver. All drivers must be employees with valid licenses.

**DRIVERS' NAME(S):**

Identify the preferred pool from which the user would like to get the vehicle. See <http://oa.mo.gov/gs/carpool.htm> for a list of locations. If no location is specified, scheduler will evaluate and choose best based on driver office location, departure time, and other factors.

**PREFERRED POOL LOCATION**

Date and Time the Traveler will depart for the trip. Normally, this will also be the date & time the traveler expects to obtain keys from the dispatcher. Exceptions / anomalies must be communicated to Scheduler (Dave)

**PICKUP DATE** (Vehicle/keys) **PICKUP TIME:**

Date and Time the Traveler will return for the trip. Normally, this will also be the date & time the traveler expects to return keys to the dispatcher or placed in a return "drop box". Exceptions / anomalies must be communicated to Scheduler (Dave)

**RETURN DATE** (Vehicle/Keys) **RETURN TIME:**

Is this trip set up as a "Common Trip" or likely to be of a recurring nature?

**COMMON TRIP?** (Yes / No)

**VEHICLE TYPE** (Default is Sedan Mid or Full Size)

Requester is encouraged to include reason(s) for any non sedan requests. Include passenger count.

**DESTINATION(S)**

List all primary destinations/ stops, preferably in the order they will be visited. If out of state, include city and state. If to an airport, say so. E.g., Columbia, Marshall, Sedalia return to JC; Wichita, KS; Kansas City Airport.

Provide an estimate of the total round-trip miles for the trip. Google Maps, Mapquest, or other method should be used. Include estimated "vicinity miles" for travel while at the destination.

### ESTIMATED ROUND-TRIP MILES

Briefly describe the purpose of the trip. E.g., Site Inspection-Piggott Landfill

**REASON/ PURPOSE for Trip**

This is who will be billed for the trip. Only one customer number per trip. Number must be established in SAM II.

**SAM II CUSTOMER NUMBER** 1780

**NUMBER of OCCUPANTS** (Names of anyone that may drive or pick up keys must be listed above as drivers)

Include driver and passengers. All passengers must be employees or traveling to conduct official state business.